

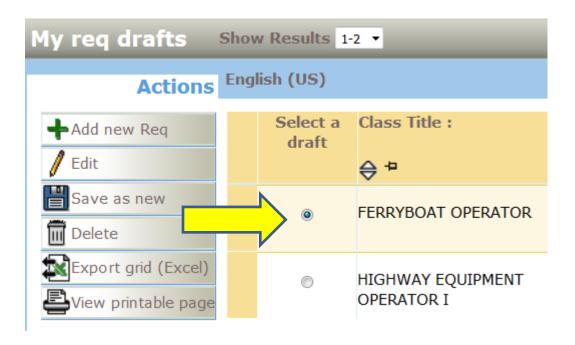
## COS - How to Purge (Delete) Saved Drafts (Agency Level 1/1 eLink and 2/2 eLink user types)

## How to Purge (Delete) Saved Drafts for Agency Level 1/1 eLink and Agency Level 2/2 eLink User Types

1. From the drop-down menu, select **Reqs > View my drafts** 



2. If there are any saved drafts listed, select the draft that is to be deleted by clicking on the radio button:



3. Then select *Delete* in the "Actions" column:



4. In the next window, select "OK":

## Do you want to delete draft: FERRYBOAT OPERATOR?



5. Click on OK; the draft for the selected title will now have been deleted.

## Draft: FERRYBOAT OPERATOR has been deleted successfully.



NOTE: This must be repeated for each draft that is to be deleted as only one draft may be deleted at a time.